

## MEMORANDUM

TO: Superintendents and Principals  
FROM: Commissioner Vilaseca  
SUBJECT: Combined Incident Reporting Software (CIRS)  
DATE: July 25, 2012

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I wanted to let you know about a mandatory change that will be taking place in the upcoming school year, which as summer slips by, is right around the corner.

There is no need to worry that this change will be burdensome to you, as it will not change what is required of you, only how you make your submission.

The Vermont Department of Education (DOE) will modify the Combined Incident Reporting Software (CIRS) submission, commencing with the 2012-2013 school year. Currently, this software application removes identifying student information as it is exported to us. This has had a negative impact on our ability to effectively analyze the data provided to us and it has also caused the federal monitors to question the accuracy of the data we provide to them. In an effort to improve the quality of data that we receive, analyze, and submit to the US Department of Education, we will be changing how we receive this data.

Going forward, and beginning with the 2012-2013 collection (due July 2013), student names will no longer be removed during the export process. This will allow us to better measure and validate demographic information for students involved in the incidents that are reported to us. The student names will be used by DOE's internal analysts only. *They will not be shared with the US Department of Education and will be protected by FERPA.* To schools, this will be transparent. The only change that schools will experience will be that instead of delivering your submission via email, you will be required to deliver your submissions via CD. More information and detailed instructions will be forthcoming on this, but be assured that it will not increase your workload.

All data collected by the DOE will be protected per FERPA requirements. There will be no breach of security.

If you have any questions regarding this change, please contact Mike Bailey, Business Analyst, General Supervision and Monitoring, at 802-828-3132 or via email at [Mike.Bailey@state.vt.us](mailto:Mike.Bailey@state.vt.us)

I hope that you are all enjoying a beautiful Vermont summer.